



COORDINATOR, VOLUNTEER SERVICES

PLASP Child Care Services is a charitable organization operating on a not-for-profit basis, providing high quality early learning and child care, for children up to 12 years of age. PLASP operates programs in more than 240 schools providing before and after school care. PLASP also operates 32 full-day early learning and child care centres and six EarlyON locations for children from 0 – 6 years.

PLASP is committed to hiring, training, and fairly compensating staff. All Ontarians have the right to equal treatment with respect to employment without discrimination or harassment. We believe that everyone has worth and value, and that all staff are entitled to be respected, supported, and treated fairly by their co-workers and supervisors.

Reporting to the Manager, Volunteer Services, the Coordinator Volunteer Services will assist in supporting the growth of the Students on Placement and Volunteer programs with PLASP Child Care Services. This includes recruitment, orientation, training, placement, recognition and retention of volunteers and students on placement. This position will primarily focus on the Students on Placement program, while also providing support to the Volunteer program.

THE POSITION INVOLVES...

The successful candidate will provide a full range of duties, including:

- Conducting recruitment, orientation, training, placement, risk management, recognition, and retention of volunteers and students on placement
- Supervising volunteers and students on placement during their placement in the Volunteer Department at the PLASP Head Office
- Visiting sites to ensure the successful integration of students and volunteers
- Acting as a project co-leader on department's projects (e.g. Volunteer Recognition, program distribution, and evaluation components)
- Ensuring the risk management and survey initiatives are executed, completed, tallied and reported
- Ensuring excellent customer service with internal and external stakeholders
- Representing the Volunteer Department when the Manager of Volunteer Services is unavailable

THE PREFERRED CANDIDATE WILL HAVE...

- An educational background in Volunteer Management, Human Services, Education, Human Resources and/or equivalent
- A minimum of 3 to 5 years' working experience
- Experience in Volunteer Management is a definite asset
- Familiarity with community service agencies and/or school boards
- Demonstrated skills in leadership development, supervising, interviewing, evaluating, planning, and report writing
- Excellent presentation skills in both large and small group settings

- Excellent written and oral communication skills
- Demonstrated skills in managing several projects concurrently
- Excellent computer skills, including familiarity with word processing, spreadsheet application and database management systems
- Access to a reliable vehicle
- Self-motivated, flexible and cooperative and able to accept increased responsibility

PLASP OFFERS...

- A positive and supportive working environment
- Growth and learning opportunities
- A competitive compensation package
- An opportunity to make a difference in the lives of children
- A hybrid work model that embraces both on-site and remote work to support each team's core priorities.

HOW TO APPLY...

To apply for this exciting opportunity, please visit [Careers - PLASP](#). PLASP invites all applicants to submit their resume and cover letter for consideration no later than **January 21st, 2024**.

PLASP Child Care Services is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Human Resources will work with applicants requesting accommodation at any stage of the hiring process.

Please visit www.plasp.com for more employment information.